

COUNCIL POLICY & VALUATION COUNCIL COMMITTEE
November 20, 2023
DRAFT MINUTES

Council present:

Dan McClendon
Larry Scott
Adam Russell

Council Absent:

Staff present

Eric Oscarson, Deputy City Manager
Harlan Jefferson, Deputy City Manager
Matt Ribitzki, Deputy City Attorney
Amanda Campos, City Secretary
Monica Solko, Deputy City Secretary
Tony McIlwain, Director of Development Services
Emilio Sanchez, Deputy Director of Development Services
Alex Philips, Director of Economic Development
Justin Scharnhorst, Assistant City to the City Manager

1. CALL TO ORDER – Time: 10:00 a.m.

Dan McClendon called the meeting to order at 10:01 a.m.

2. CITIZEN APPEARANCES

- None.

3. GENERAL

A. Nominate and elect a Chair for the Council Policy & Valuation Committee for Fiscal Year 2023-2025 term. (Staff Contact: Amanda Campos, City Secretary)

Motion made by Larry Scott and Adam Russell to nominated Dan McClendon to serve as chair.

Motion passed 3-0.

4. REPORTS AND DISCUSSION ITEMS

A. Receive a report, hold a discussion and provide staff direction regarding options for easement and right-of-way use agreement. (Staff Presenter: Tony McIlwain, Development Services Director)

Tony McIlwain, Development Services Director, presented options for easements and right-of-way use agreements to the committee.

Discussion included:

- Anything located in Old Town: public parking, public sidewalk, or right of way should come to council for consideration.
- Everything outside of Old Town: residential pools, patio with easement or right of way encroachment allow staff to handle.

During the discussion on allowable improvements, the Committee was in favor of option 1: provide new form agreement for easement and/or right-of-way use agreement for council consideration.

Recommending body:

- New form agreements within Old Town to be taken to the Old Town Design Standards Review Committee to review and make recommendations much like the Planning & Zoning Commission before final decision by council.
- New form agreement (outside of Old Town) to be taken directly to council for final consideration.
- Specific use permits would proceed to Planning and Zoning Commission as the recommending body then forward to council final decision.

Renewals:

- Unless changes, add to council Friday reports.
- Auto renewals, no need to fill out new application if no changes. Staff will spot check to confirm no changes.

Fees:

- \$125 application fee one-time flat fee.
- Other possible fees: annual renewal and changes

Committee preferred an ordinance versus a policy for easement and right-of-way processes. An ordinance would be codified in the city's Code of Ordinances.

The committee requested staff to make the changes requested and bring back to the committee before taking it to the full council.

B. Hold a discussion and provide staff direction on City Council Policy #39, council technology. (Staff Presenter: Amanda Campos, City Secretary)

Amanda Campos, City Secretary, discussed City Council Policy #39, council technology to the committee.

Discussion included:

- Keep funding in the budgeting process.
- Turn in city issued equipment.
- No future city owed equipment will be issued.
- Eliminate policy and bring to full council for consideration

5. BOARD REQUESTS FOR FUTURE AGENDA ITEMS OR REPORTS

- None.

6. ADJOURN

There being no further business Chair Dan McClendon adjourned the meeting.

Time: 11:57 a.m.

Monica Solko
Deputy City Secretary